

SECTION VII. POST AWARD INFORMATION AND REPORTING REQUIREMENTS

A. Notification of Grant Award

Following approval of the applications selected for funding, notice of project approval and authority to draw down project funds will be made in writing. The official award document is the Financial Assistance Award that specifies the amount of Federal funds approved for use in the project, the project and budget period for which support is provided, the terms and conditions of the award.

B. Reporting Requirements

Grantees will be required to submit semi-annual program progress and financial reports (SF-269) as well as a final progress and financial report.

C. Audit Requirements

Grantees are subject to the audit requirements in 45 CFR Part 74 (non-profit organizations) on part 92 (governmental entities) which require audits under OMB Circular A-133.

D. Prohibitions and Requirements With Regard to Lobbying

Section 319 of Public Law 101-121, signed into law on October 23, 1989, imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements and loans. It provides limited exemptions for Indian tribes and tribal organizations. Current and prospective recipients (and their sub-tier contractors and/or grantees) are prohibited

from using appropriated funds for lobbying Congress or any Federal agency in connection with the award of a contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) the law requires recipients and their sub-tier contractors and/or sub-grantees (1) to certify that they have neither used nor will use any appropriated funds for payments to lobbyists, (2) to submit a declaration setting forth whether payments to lobbyists have been or will be made out of non-appropriate funds and, if so, the name, address, payment details and purpose of any agreements with such lobbyists whom recipients or their sub-tier contractors or sub-grantees will pay with the non-appropriated funds and (3) to file quarterly updates about the use of lobbyists if an event occurs that materially affects the accuracy of the information submitted by way of declaration and certification.

The law establishes civil penalties for non-compliance and is effective with respect to contracts, grants, cooperative agreements and loans entered into or made on or after December 23, 1989. See Attachment H, for certification and disclosure forms to be submitted with all applications.

E. Applicable Federal Regulations

Attachment P indicates the regulations that apply to all applicants/grantees under the Office of Community Services' Grant Programs.

Dated: 07/03/2003

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Clarence H. Carter

Director

Office of Community Services